

# P&D's COVID-19 Operations Plan

As of today, Tuesday 17 March, Printing & Distribution will continue to operate but our services will be provided on a more limited scale. We expect to re-evaluate the plan below as the situation and workloads change. We provide our services to Multnomah County, the State, Metro, Home Forward and others in addition to our cherished City customers.

## Distribution

- **Discontinue current delivery schedule until further notice (no regular delivery at City Hall, The Portland Building and outlying buildings)**
- Continued or new Services include:
  - Continue to sort US Mail for City Hall and The Portland Building at 124 SW Madison St. **All mail available for pick-up at 124 SW Madison St**
  - On Demand delivery of mail to CH and TPB - email June & Matthew
  - **For outlying areas, mail delivery and pick-up as requested**  
**Email June and Matthew**
    - **Westside and Southeast, Monday and Wednesday delivery available.**
    - **North and Northeast, Tuesday and Thursday delivery available.**
  - **Daily pick-up of outgoing US Mail at City Hall security desk. 2pm**
  - Maintain daily delivery / pick-up of PPB to the Justice Center
  - Special requests of Distribution Services (special mail sort) available
  - Mail scanning services available
- Need your work mailed? We will maintain daily processing of outgoing US Mail dropped off at P&D (or other noted locations) by 2PM
- On demand print delivery

## 124 Print Shop (124 SW Madison Street)

- **Customer Service Desk: 7:30-3:30 reduced hours/shared duties, with staff rotating duty**
- Maintain both shifts, but reduce shift overlap
- Daily inserting/mailing of utility bills, Arts Tax and other re-occurring jobs
- Need printing? Submit a request here:  
<https://pnd.portlandoregon.gov/pndonline/default.asp>
- **On demand print delivery**

## 1900 Development Building

- Will not be staffed by P&D until further notice
- Discontinue current delivery schedule until further notice
- US Mail delivery On Demand – email June and Matthew
- Daily outgoing US Mail pick-up at the Security Desk – 1:30pm

## Scanning

- Limited to on demand requests

Thank you for your support. Please check back to this page for future updates.



### Contact Information

Customer Service - 503-823-4448

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